

DD/Pers

12 May 1961

C/POD 1524 Curie

Attached are extracts from papers concerning a recommendation made by the IG in his 1960 Report on Training in CIA calling for a survey of clerical usage.

The DDCI has required that a report of progress on implementation of approved recommendations be made to him by 25 June 1961. The Office of Training has principal responsibility for preparing this report but the Office of Personnel will be expected to contribute regarding those items for which it carries or shares action responsibility.

I will coordinate with the Plans and Policy Staff on OP responsibilities and actions on the report in general but separate action assignments are being made within the Office of Personnel as appropriate.

It is requested that you contact OTR as the representative of the Director of Personnel on this item but that you keep this office advised of proposals developed. D/Pers has agreed with a Task Force approach but we are interested in the ~~xxx~~ scope and method to be employed in conducting this survey.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DD/Pers

NO.

OP WORK PAPER 13-61

DATE

12 May 1961

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/POD 1524 Curie

5/12/61

5/12/61

*[Handwritten initials]*

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2.

3.

4.

5.

6.

*Met with [redacted] planned Task Force - he will call a mtg.*

7.

8.

*By 1 July finish report of Task force to DDCI*

9.

*by 16 June interim*

10.

11.

12.

13.

25X1A

14.

15.

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*[redacted] is OTR contact.*

25X1A